



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date 4-25-72		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed MAY 23 1972 139 MAY 25 1972					
2. Agency Application No. 8		3. AGENCY, Division, Subdivision & Administering Office Address Georgia Transportation Agency Finance & Audits Payroll and Budgeting No. 2 Capitol Square Atlanta, Georgia 30334		4. Person to Contact Wilbur Pate					
5. Working Title Accountant IV				6. Tel. No. 656-5237					
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.									
8. Inclusive Dates 1956 - to date		9. EXACT SERIES TITLE Earnings Report and Payroll Papers 1-8 File							
10. What function performed resulted in creation of this series 1. Performs the accounting operations related to Payrolls, Payroll Reports, Budgets, Budget Reports, Inventory Control, Cash Forecasting and Records Management. 2. Performs the continuous review of accounting procedures to insure that they comply with new legislation or changes in policies or procedures relative to budget reports and payroll operations. 3. Analyses operating budgets for all units of the Department and prepare special and regular reports. 4. Assists and advises employees as to Social Security and Retirement Benefits and answers inquiries regarding survivors benefits, health insurance coverage and Federal Tax deduction regulations. 5. Processes scheduled merit increases for employees of the Finance and Audits Division in accordance with Merit System Regulations. 6. Performs the various costs accounting functions for the Department.									
11. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any (1) Earnings Report - Summary of Basic Adjustment Papers. (2) Payroll Papers 1-8 Includes all adjustments to be made to the basic payroll.									
12.									
EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION		No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers				FLOOR SPACE OCCUPIED (Square Feet) By Annual Accumulation		4 lg. shelves	8 cu. ft.		
Legal-size File Drawers		7	10.5			In Office(s) 10	In Storage Area(s) 150		
Shelves			128	AVERAGE DAILY REFERENCES		This Year's 5	Last Year's 2	Preceding Year's 1	All Prior Years 0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ []
14. Is there a duplication of this series in another office or agency?
Only in part and for working papers ☒ []
15. Is the information contained in this series ever summarized or published?
The payroll working papers are summarized in the Earnings Report. ☒ []
16. Does the series contain classified information requiring security handling? ☐ ☒
17. Does the series document policies and procedures of agency's operation or function?
Procedure to make up payroll and account for such series needed to carry out procedures. ☒ []
18. Could the function be performed if the files were lost or destroyed?
Could reconstruct from time sheets in areas where originated. ☒ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ ☒
20. Does the record series provide data as input to an EDP file?
Payroll Papers 1-8 are used to update an EDP Tape for Payroll ☒ []
21. Does the record series contain documentation produced as EDP printout?
The Earnings Report is an EDP Print Out. ☒ []
22. Is the series affected by Federal or grant funds?
Reference in Federal Audits may be to both documents. ☒ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ ☒

24. REQUIREMENTS. The following requires the files to be kept 4 years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☒ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Federal Regulations PPM 30-9 Appendix A States that Accounting and Financial Records may be disposed of as early as 4 years after the close of the Fiscal or Calendar Year in which the entry was created.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ CALENDAR YEAR ☒ FISCAL YEAR ☐ OTHER, then:

A. ☐ Destroy immediately after cut off.

B. ☐ Hold in current files area month(s)/ year(s), then:

1 ☐ Destroy.

2 ☐ Transfer to records center; hold year(s), then:

a ☐ Destroy.

b ☐ Transfer historical material to Archives; destroy remainder.

3 ☐ Destroy after audit (or year(s) after audit).

C. ☐ Hold in current files area indefinitely.

D. ☐ Hold in current files area year(s), then transfer to Archives permanently.

E. ☒ Other Hold in CFA for 1 year or until after the audit, whichever is latter, then ship to the Records Center to be held 3 years; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

Inventory taken by <i>John J. Kitchens</i>	Recommendations prepared by <i>John J. Kitchens</i>	Approved for Division Date <i>John J. Kitchens</i>	Records Management Officer Date <i>John J. Kitchens</i> 5-10-72
Recommendations in Paragraph 25 are:	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>[Signature]</i>	Date
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. DeLoach</i> Deputy Director	5-24-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll H. East</i> Secretary of State/Designee	5-22-72
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert H. Shell</i> Deputy Director	5-21-72